Subject: PRA Request: Advertisement
From: Colin Sweeney <colin.sweeney@lacity.org>
Date: 10/23/2018, 10:50 AM
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Hello CD 12 Staff,

We have received a CA Public Records Act request for the following materials:

- All written communications that include the below terms sent or received after January 1, 2016
Terms for Search:

Outfront

Clear Channel

CCO

Lamar

Advertising /s Council

Commercial Producers

LAOAC

Outdoor Advertising

Advertising Coalition

CBS Outdoor

CBS

Billboard

Regency

Instructions

1. Right-click on your desktop - Select New > Folder
2. **Name Folder "Advertisement"[your name]"**
3. Conduct email search for above terms
4. For each responsive email chain and attachments sent or received after 1/1/16 click print icon in upper right of Gmail window
5. Change Printer settings to "PDF"
6. **Save PDF in "Advertisement [your name] " folder** located on your desktop. After the first saved PDF, this folder should become the default saving destination.
7. Once all corresponding emails have been saved to folder, right click the folder on the desktop: Select "Send to" > "Compressed (Zip) Folder"
8. Send .zip file folder to Colin Sweeney via email or google drive, if your search returns no documents, please reply to this email with "NO RESPONSIVE DOCUMENTS"

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